# Montgomery College--Takoma Park/Silver Spring Campus

## S.O.S. - SERVICES OFFERED STUDENTS - S.O.S. (AY 2019-2020)

These services are available on campus to support your success. Many centers also have web pages, which can be accessed at [www.montgomerycollege.edu/learningcenters/](http://www.montgomerycollege.edu/learningcenters/)

<table>
<thead>
<tr>
<th>FOR HELP WITH:</th>
<th>CONTACT:</th>
<th>FOR THESE SERVICES:</th>
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<tbody>
<tr>
<td>Humanities and Social Sciences courses (ECON, EDUC, HIST, MHLT, PHIL, POLI, PSYC, SOCY, World Languages)</td>
<td>Academic Success Center (ASC) Commons (CM) 110 240-567-3888 <a href="http://www.montgomerycollege.edu/academics/support/learning-centers/academic-success-center-tpss/index.html">https://www.montgomerycollege.edu/academics/support/learning-centers/academic-success-center-tpss/index.html</a></td>
<td>Individualized in-person &amp; virtual tutoring Practice tests and quizzes Research resources; textbook and video library Computers, interactive software, printers Assistance from student aides</td>
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<tr>
<td>Academic accommodations for students with disabilities</td>
<td>Assistive Technology and Academic Support Center Student Services 230 240-567-1610</td>
<td>Access to and assistance with assistive technology (AT) including software and equipment Tutoring for students with a referral from a DSS counselor</td>
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<td>Resumes, interviewing skills and job search information and support</td>
<td>Student Employment Services Resource Center (RC 205) 240-567-1630 Joseph O’Hare @MontgomeryCollege.edu <a href="http://www.montgomerycollege.edu/ejobs">www.montgomerycollege.edu/ejobs</a></td>
<td>Resume and cover letter design, job search help, and job listings on <a href="http://www.montgomerycollege.edu/ejobs">www.montgomerycollege.edu/ejobs</a> Workshops, career assessments Internet access for career and job search</td>
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<td>Access to computers for course work in: CMAP/CMSC, Math, English, Graphic Art, Biology, Nursing, Screenwriting, and standardized software (i.e., MS Office Suite)</td>
<td>Digital Learning Center (formerly Student Technology Center) Student Services (ST) 304 240-567-1657 <a href="http://www.montgomerycollege.edu/academics/support/learning-centers/digital-learning-centers/index.html">https://www.montgomerycollege.edu/academics/support/learning-centers/digital-learning-centers/index.html</a></td>
<td>Labs are open to currently enrolled MC students; Instructional support staff are on duty to assist users with the following topics: Blackboard, Computer Navigation, Email, Mac OS X, MS Office 2016, Online Storage, Printing, Scanning, and Windows 10</td>
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<td>Health Sciences</td>
<td>Medical Learning Center Health Sciences (HC) 221 240-567-5591 or 5592 <a href="http://www.montgomerycollege.edu/academics/support/learning-centers/medical-learning-center-tpss/index.html">https://www.montgomerycollege.edu/academics/support/learning-centers/medical-learning-center-tpss/index.html</a></td>
<td>Instructional associates available to assist with use of various health science software applications, CD’s, and other related resources</td>
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<tr>
<td>Reading, writing, world languages, and speech courses; reading and writing assignments for any course</td>
<td>Writing, Reading, and Language Center, Resource Center (RC) 105 240-567-1556 <a href="http://www.montgomerycollege.edu/academics/support/learning-centers/writing-reading-language-center-tpss/index.html">https://www.montgomerycollege.edu/academics/support/learning-centers/writing-reading-language-center-tpss/index.html</a></td>
<td>Tutoring in English grammar, writing, reading and world languages Computer and audio tutorials for English, Reading, Speech, and world language courses Print materials for courses in English and Reading</td>
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Contact: Denise T. Williams, Learning Skills Support Specialist, Health Sciences Institute  For more info. call 240-567-5553 Revised: 1/24/20
STUDENT SERVICES

Student Services support and enhance students’ success in achieving academic, career, and personal goals through learning activities that occur outside the classroom.

ADMISSIONS AND RECORDS OFFICE
Student Services Center, Room 123A  240-567-1501
Admission to the College and to selective health science programs; assistance with international student visa/1-20 procedures; registration for credit and non-credit classes; transcript requests; evaluation of transfer credit; graduation processing; enrollment verification; scheduling of classes; and other related services. Photo ID required for all transactions.

ASSESSMENT CENTER
Student Services Center, Room 323  240-567-1555
Provides placement testing such as ACCUPLACER or ACCUPLACER ESL for new students, and offers academic testing for current students who are authorized by their instructors. Students with approved accommodations will also complete all their exams at the center. Students must present a current photo ID in order to take any test. For a list of authorized photo IDs, hours of operation and testing calendars, please visit our webpage www.montgomerycollege.edu/assessment. You may also contact the center by phone or email at assessment_TPSS@montgomerycollege.edu

ASSISTIVE TECHNOLOGY & ACADEMIC SUPPORT CENTER
Student Services Center, Room 230  240-567-1610
The Assistive Technology Center provides access to specialized software for use by students with disabilities, as well as tutoring for students with a referral from a DSS counselor.

ATHLETICS
Falcon Hall, Room 107B  240-567-1308
Provides male and female students the opportunity to participate and compete in athletic and intramural programs. Currently offers Women’s Volleyball and Softball, Men’s Baseball, and Men’s and Women’s, Cheerleading, Soccer, Basketball, and Track and Field. Three Intramural sports, Volleyball, Basketball, and Outdoor Soccer, are also offered. The Intramural program is open to all students, staff, and faculty.

COUNSELING & ADVISING CENTER
Student Services Center, Room 233  240-567-1480
Counseling services are available year-round and on designated weekends. These services include academic planning, transfer planning, career development and personal concerns. Additional services include Disability Support Services, academic support programs, career and transfer and academic development throughout the year. Students must schedule appointments to see counselors by using Starfish (via MyMC). You may also contact the center by phone or email at assessment_TPSS@montgomerycollege.edu.

FINANCIAL AID
Student Services Center, Rooms 122-153  240-567-5100
Assistance in: applying for and receiving federal and state grants, scholarships, and loans which have varying eligibility requirements; completing the Free Application for Federal Student Aid (FAFSA) on the web; and locating on-campus employment.

OFFICE OF PUBLIC SAFETY
Student Services Center, Room 117  240-567-1600
The Office of Public Safety is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), maintenance of Automated External Defibrillators (AEDs), enforcement of campus parking regulations, and the lost-and-found service. Officers on each campus are on duty 24 hours a day, 7 days a week. Please view the Public Safety video at http://www.montgomerycollege.edu/emergency. A parking regulations flyer is available at the Office of Public Safety.

STEM INFORMATION CENTER
Science North (SN) 101
Provides information about STEM departments, scholarships, internships, job opportunities, academic support, transfer options, and more. One-on-one help with course selection, study skills, mid-term issues, time management, and graduation/transfer options are also available.

STUDENT EMPLOYMENT SERVICES
Resource Center, Suite 205  240-567-1502
Student Employment Services provides access to listings of jobs in the community at www.montgomerycollege.edu/ejobs, workshops, one-on-one assistance, Internet access, and computerized, print, and video materials for help with job search, career choice, and transfer.

STUDENT LIFE
Student Services Center, Room 217  240-567-1482
Student Life provides students with the opportunity to become involved in clubs, organizations, leadership development, student literary publications such as the Excalibur student newspaper as well as volunteer and service learning efforts.

WELCOME CENTER
Student Services Center, Room 123  240-567-1621
The Welcome is a place where all students and community members can find information, assistance, and explanations about College enrollment processes, events, and campus locations. There are computers that students can use for enrollment and staff to help students navigate MyMC and the web. The Welcome Center is a great place to visit.